School of Informatics AUTH

Postgraduate Program
Digital Media – Computational Intelligence

Academic Advisor Regulation

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1. Duties of the Academic Advisor

This regulation has been ratified by the Departmental no. 443/20-12-2023. The Postgraduate Studies Program has adopted the concept of the Academic Advisor (AA) pursuant to Article 10 of the Internal Regulation, who has the authority to direct and advise the students regarding their studies at the program and guide them in general with the classes they attend. The AA facilitates students to complete their studies in the most rational and efficient way. Specifically, the AA has the obligation to inform, discuss, and advise the students regarding:

- Identifying the graduate student's needs and research interests, supporting the graduate student's inclinations and skills, and encouraging them to choose disciplines that suit them.
- Providing information and facilitating the postgraduate student to contact the administrative bodies of the Postgraduate Studies Program and the administration.
- Assisting the graduate student in the preparation of study program each semester by making proper course choices and choosing the postgraduate thesis topic.
- Identifying the students who are left behind in their studies having failed in many courses.
- Caring for those students and providing a mitigation plan.

The appointments of AAs with the students are at specific days and times during the week that are posted on the program’s website or after communication via e-mail.

2. Procedure for Designating the Academic Advisors

Within the first two weeks of the fall semester, the secretariat randomly assigns, or assigns based on the student's learning goals as this is reflected in his/her course selections, the newly admitted postgraduate students to the faculty members, who are lecturing at the Postgraduate Studies Program. After the AAs

are appointed, the secretariat ensures that all involved members are informed. The AA can be replaced upon the postgraduate student's application to the Postgraduates Studies Coordinating Committee. After the assignment of the Diploma Thesis, the AA of the student automatically becomes the supervisor/co-supervisor of his/her Diploma Thesis. Based on the internal regulations of the program, one AA can advise annually no more students than the ratio of total students over all faculty members lecturing in the Program.

The annual list of students advised by each AA is posted on the program’s website.